

SETTING UP AN ACCOUNT AS A SELF-REPRESENTED LITIGANT IN EFILEAZ

ARIZONA SUPREME COURT



WHAT IS A SELF-REPRESENTED LITIGANT?

- An individual who represents himself or herself in a proceeding before the Court
- Also referred to as Pro Se or Pro Per Litigant

REGISTERING IN EFILEAZ

Type <https://efile.azcourts.gov> in to your internet browser's address filed.

Select SELF-REPRESENTED LITIGANT from the ROLE dropdown

Click
REGISTER

Welcome to the Arizona Judicial Branch Statewide eFiling System Dev/qa

Login

* Required Field

* **User Name:**

* **Password:**

[Sign In](#) [Forgot Password?](#)

Do not have an account - Register Now!

If you need a portal account, please indicate the filer role you need and click Register.

* **Role:**

- Select Role
- Attorney
- Process Server
- Self-Represented Litigant**
- Transcriptionist
- Organization (Business/Exempt Agency/Law Firm/Government Agency)

[Register](#)

and Google Chrome.

SETUP PERSON is defaulted as the REGISTRATION TYPE

The ROLE of SELF-REPRESENTED LITIGANT is also defaulted

Enter the following required information:

USER NAME

PASSWORD

SECURITY QUESTION

SECURITY ANSWER

Account Registration

*** Registration Type:** ☒ Setup Person ☐ Setup Organization (Business/Exempt Agency/Law Firm/Government Agency)

*** Role:**

*** User Name:**

Password must be between 6 and 16 characters, with at least 1 number

*** Password:**

*** Re-type Password:**

*** Security Question:**

*** Security Answer:**

CONSENT TO EMAIL SERVICE: By electronically filing through Arizona Judicial Branch Statewide eFiling System I understand and agree to electronic service of court documents submitted on my cases via email at the address(es) I have provided. [Register](#)

By using the electronic filing system, you are consenting to email service per Supreme Court Administrative Order 2014-27

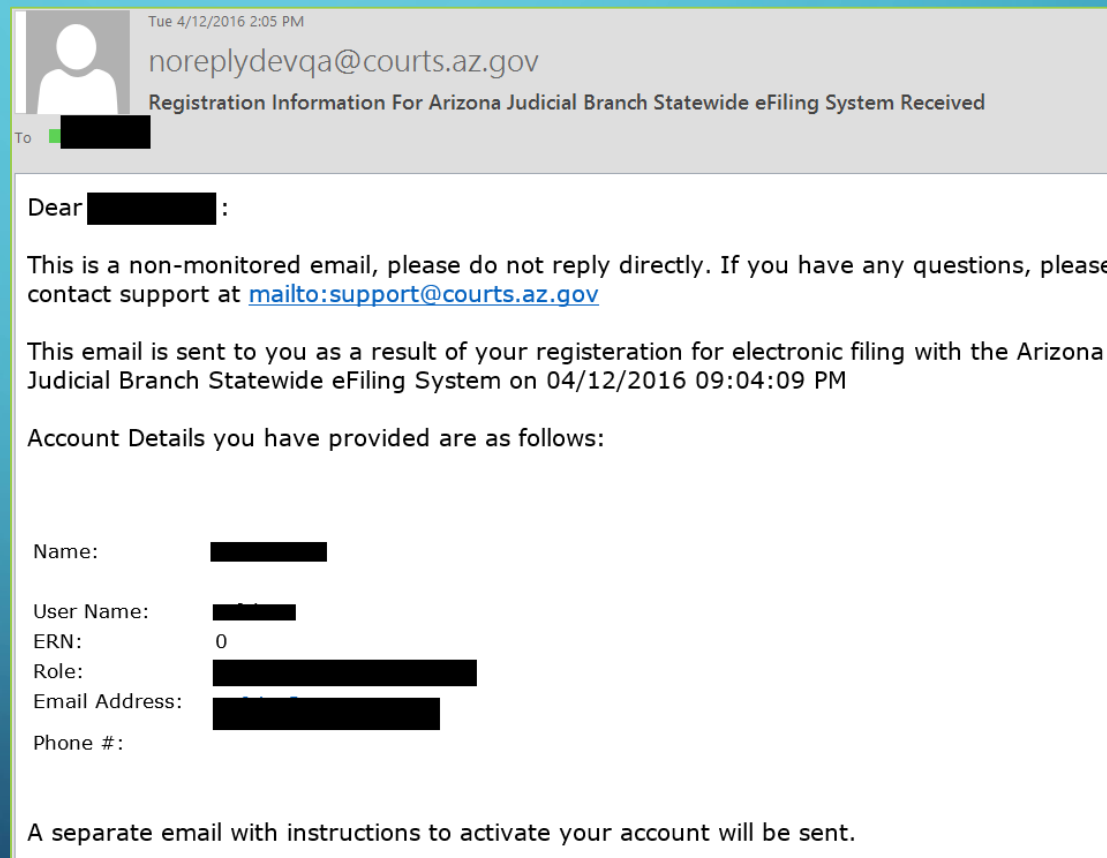
Click REGISTER

ACCOUNT APPROVAL BY THE ADMINISTRATIVE OFFICE OF THE COURTS (AOC)

Some Courts will require a manual registration approval process to be done by the AOC.
If this is the case...

After you click REGISTER,
you will receive an email
at the address given
during registration.

This email will list
information you
added during the
registration process.

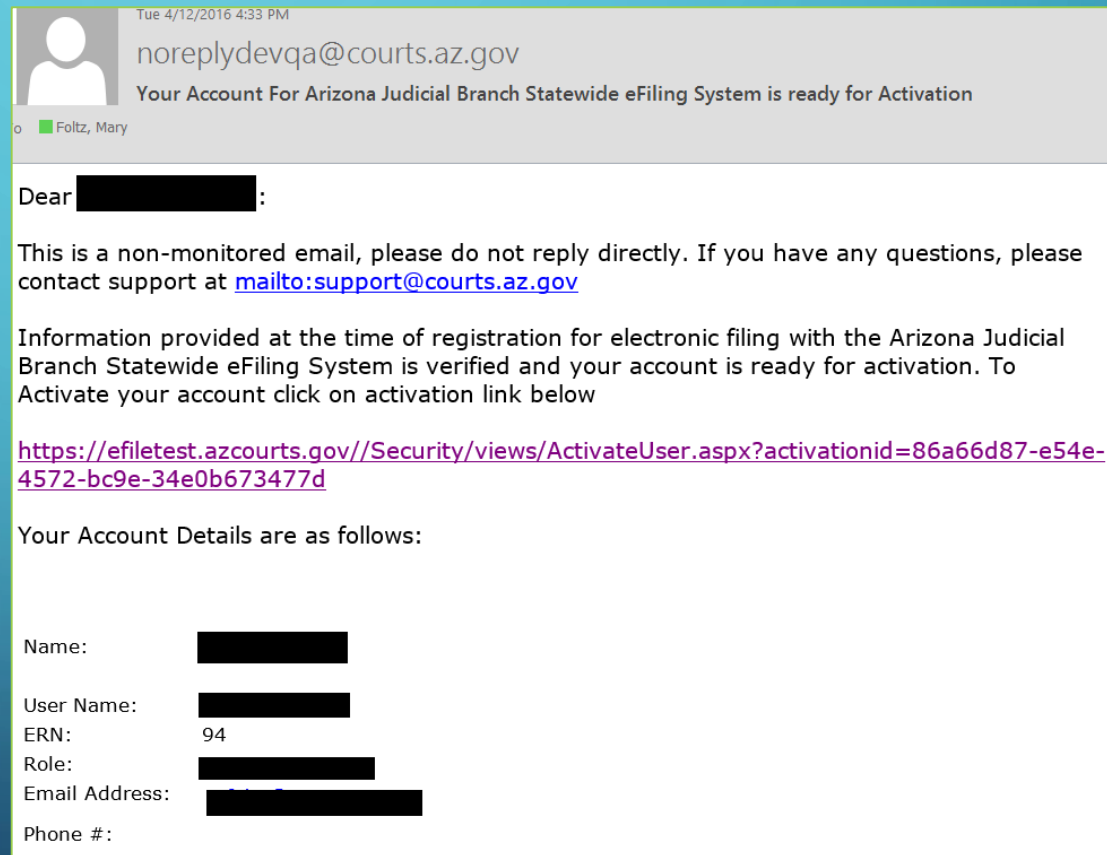


AUTOMATIC ACCOUNT APPROVAL

Some Courts will not require manual approval of your registration by the AOC.
If this is the case your registration will be automatically approved.

After you click REGISTER,
you will receive an email at
the address given during
registration.

This email will list
information you
added during the
registration process.



Once your registration has been processed, you will receive the following email...

Click on the activation link

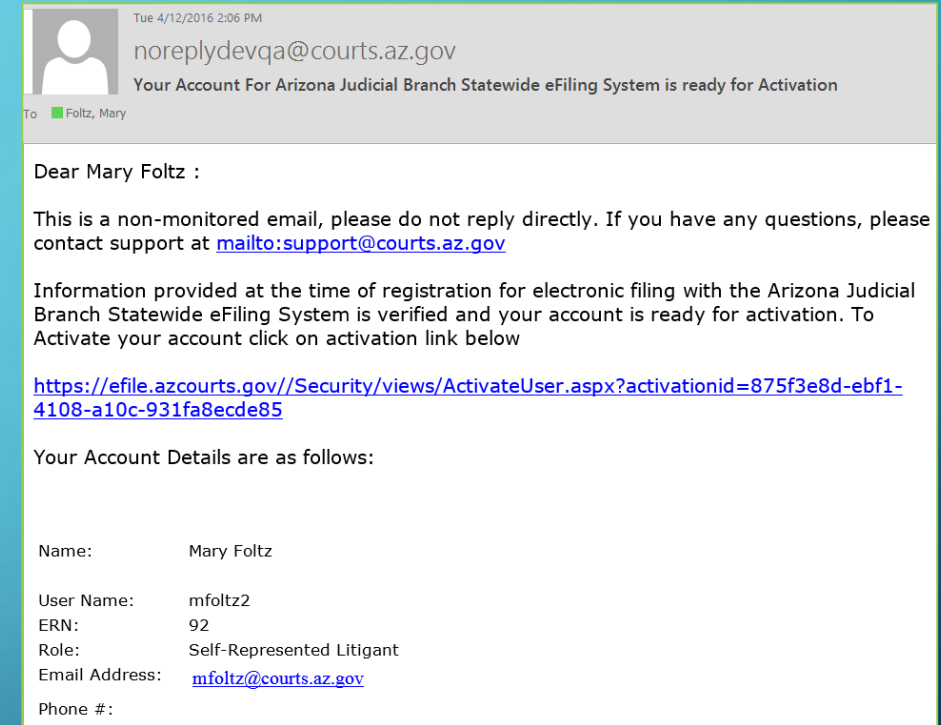
Account Activation

* **Security Question:** ▼

* **Security Answer:**

Activate

You will be taken back to eFileAZ to activate your account by entering in the answer to your Security Question.



If your registration was denied, you will receive an email with instructions.

YOU ARE NOW REGISTERED IN EFILEAZ!!



You can now set up

- Payment tokens
- Proxies

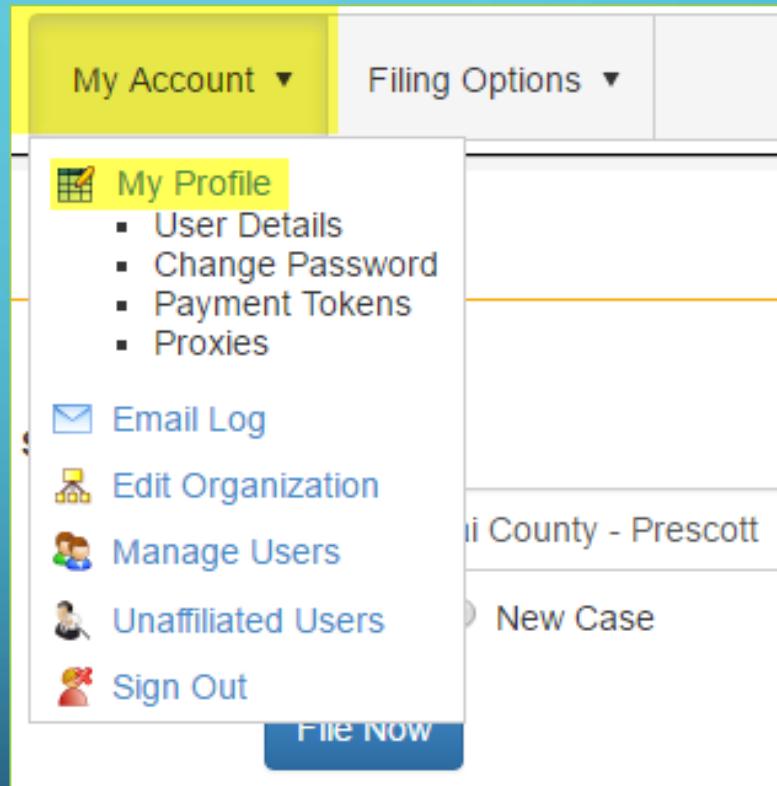
SETTING UP PAYMENT TOKENS

- eFileAZ features a payment token process that allows users to save credit card information using a payment method where the credit card number is replaced with a surrogate value called a token
- These tokens are then assigned to users and are used instead of entering credit card information
- Storing tokens instead of credit card numbers and assigning them to users is more secure than entering in a credit card as it reduces the amount of cardholder data in the eFileAZ environment

SETTING UP A TOKEN

As an administrator, click on the MY ACCOUNT dropdown

Click on MY PROFILE



My Account ▾ Filing Options ▾

My Profile

User Details Change Password **Payment Tokens** Proxies Can Submit For

Payment Tokens

[+ Add Payment Token](#)

<input type="checkbox"/> Delete All	Type	Nick Name	Card/Account	Active
<div>◀ 0 ▶</div>				

At the MY PROFILE screen, click on the PAYMENT TOKENS tab

You will then be taken to the payment provider's screen



Arizona Judicial Branch

Register Card

Payment Information

☐ Credit Card ☒ Checking/Savings Account

Card Type
MasterCard

Card Number
Enter Card Number

Billing Information

☐ Billing address is an international address

Organization Name
Enter First Name

OR
First Name

Billing Information

☐ Billing address is an international address

Organization Name

Enter First Name

OR

First Name

Enter First Name

Last Name

Enter Last Name

Street

Enter Street

City

Enter City

BILLING INFORMATION
Enter the billing name and address for the person the payment method belongs to

Payment Information

Credit Card

Checking/Savings Account

Card Type

MasterCard

Card Number

Enter Card Number

CVV Code

Enter CVV Code

Expiration

11

2016

Card Description

Enter Card Description

PAYMENT INFORMATION

CREDIT CARD

- Card type
- Credit card number
- CVV Code
- Card expiration date
- Card Description – nickname for the card

CHECKING/SAVINGS ACCOUNT

- Account Name
- Account Number
- Account Type
- Check number (optional)
- Account Description

Click **SUBMIT INFORMATION**

Once all information is filled out,
click **SUBMIT INFORMATION**

Back

Submit Information

You will be returned to the
MY PROFILE screen in
eFileAZ




My Account ▾	Filing Options ▾	
My Profile		
User Details	Change Password	Payment Tokens
Proxies		
Can Submit For		
User Details		

SETTING UP PROXIES

- A proxy is a person who has been given permission by another person to file on their behalf.
- This is used when, after login and in the FILER tab in eFileAZ, the person submitting clicks the dropdown next to SUBMITTING ON BEHALF OF and selects the person they are submitting on behalf of.


The screenshot shows the eFileAZ FILER tab interface. At the top, there is a navigation bar with icons and labels for 'Filer', 'Case Information', 'Case Participants', 'Documents', 'Fees and Payments', and 'Review and Submit'. Below this, a yellow box highlights the '* Submitting on Behalf of:' label. To its right is a dropdown menu currently showing 'Tester, Attorney'. The dropdown is open, displaying two options: 'Tester, Attorney' (highlighted in green) and 'Foltz, Mary' (highlighted in yellow). Below the dropdown, a grey box labeled 'Submitted by' is visible. Further down, there are input fields for 'ID Number:' (containing '123456') and 'ID State:' (containing 'Arizona'). At the bottom, there are four input fields: '* First:' (containing 'Attorney'), 'Middle:' (containing 'Middle Name'), '* Last:' (containing 'Tester'), and 'Suffix:' (containing a dropdown arrow).










Click on the PROXIES tab on the MY PROFILE page





My Profile Help   

User Details Change Password Payment Tokens **Proxies** Can Submit For

User(s) that can submit on my behalf

 Add Proxy

<input type="checkbox"/> Remove All	Name 	Role 	Affiliation 	ID # 	Primary Email 	Primary Phone 
 Remove	Price, Jim	Attorney	Unaffiliated Users	AZ 1001	<div></div>	
 Remove	Tester, Exempt	Attorney – Internal Counsel for a State Agency	Unaffiliated Users	AZ 999999	mfoltz@courts.az.gov	555-555-5555
 Remove	Tester Esq., Exempt	Attorney – Internal Counsel for a State Agency	Unaffiliated Users	AZ 555555	exempttest@outlook.com	111-111-1111

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1 - 3 of 3 items

This tab lists all of the eFileAZ users who you have given permission to submit on your behalf

To set up a new proxy, click ADD PROXY

A proxy must be a registered user in eFileAZ

Type in the last name of the person and click SEARCH. If it is a common last name you may want to add the first name. For an attorney, if you know the Bar Number, enter the number in the BAR NUMBER field

Search Registered Filers

* Last Name:

First Name:

Bar Number:

Search

Select	Name	Filer Role	Affiliation	ID #	Primary Email	Primary Phone
No Matching Entries Found						

Select

Cancel

Select the user from the list and click SELECT

Search Registered Filers

* Last Name: First Name:

Bar Number:

[Search](#)

Select	Name	Filer Role	Affiliation	ID #	Primary Email	Primary Phone
<input type="checkbox"/>	Tester Esq., Exempt	Attorney – Internal Counsel for a State Agency	Unaffiliated Users	AZ 555555	exempttest@outlook.com	111-111-1111
<input checked="" type="checkbox"/>	Tester, Attorney	Attorney	Unaffiliated Users	AZ 951753	multipletest@outlook.com	
<input type="checkbox"/>	Tester, Attorney	Attorney	Unaffiliated Users	AZ 951753	multipletest@outlook.com	

The newly created proxy will appear on the USERS THAT CAN SUBMIT ON MY BEHALF listing

[User Details](#) [Change Password](#) [Payment Tokens](#) [Proxies](#) [Can Submit For](#)

User(s) that can submit on my behalf




[Add Proxy](#)

<input type="checkbox"/> Remove All	Name	Role	Affiliation	ID #	Primary Email	Primary Phone
Remove	Price, Jim	Attorney	Unaffiliated Users	AZ 1001	JPrice@courts.az.gov	
Remove	Tester, Exempt	Attorney – Internal Counsel for a State Agency	Unaffiliated Users	AZ 999999	mfoltz@courts.az.gov	555-555-5555
Remove	Tester Esq., Exempt	Attorney – Internal Counsel for a State Agency	Unaffiliated Users	AZ 555555	exempttest@outlook.com	111-111-1111
Remove	Tester, Attorney	Attorney	Unaffiliated Users	AZ 951753	multipletest@outlook.com	

USERS THAT YOU CAN SUBMIT ON BEHALF OF

My Account ▾

Filing Options ▾

Help   

User Details

Change Password

Payment Tokens

Proxies

Can Submit For

User(s) that can you can submit on behalf of

Name ▾	Role ▾	Affiliation ▾	ID # ▾	Primary Email ▾	Primary Phone ▾
Foltz, Mary	Attorney	Foltz Law	AZ 456456	mfoltz@courts.az.gov	

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1 - 1 of 1 items

This tab lists other registered eFileAZ users who have set you up as a proxy and that you can file for on their behalf

WEBSITE AND CONTACT INFORMATION

- <https://efile.azcourts.gov>
- AOC Support Center
 - Available Mon-Fri 7:00am-6:00pm
 - 602-452-3519 or 800-720-7743



